B&CB

SC Budget and Control Board

MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: May 26, 2010

SUBJECT: Shift Differential Pay in the South Carolina Enterprise Information System (SCEIS)

    In the Human Resources Information System (HRIS), shift differential pay could be entered for an employee; however, the shift differential pay was mainly a function of an agency's payroll system. Because of the integration of human resources functions in the South Carolina Enterprise Information System (SCEIS), the following business processes have been developed to ensure shift differential is paid appropriately.

    A prerequisite to ensuring shift differential pay is awarded appropriately is updating Infotype 9005 Time Indicators to make the position eligible for either a weekday shift (evening, night rotating or split shift) or weekend shift (day, evening, night rotating or split shift.) The amount of the shift premium would also be entered on Infotype 9005 Time Indicators. This infotype can be completed when the position is created using transaction code "PQ13" or by maintaining the position with transaction code "PO13." In order for employees to receive shift premiums automatically, they must be assigned to work a premium eligible evening, night, weekend, rotating, and/or split shift as defined in their Work Schedule Rule (WSR) stored on Infotype 0007.

    Eligible employees will enter their time worked in the portal or a Time Administrator may enter the hours on behalf of the employee. When an eligible employee works an eligible shift (as established by the WSR), time evaluation will automatically send a shift premium to payroll for all hours recorded. In situations when an eligible employee works a portion of an evening, night, or weekend day shift, a time administrator will be responsible for recording the total hours of the shift premium in which the employee is entitled using attendance types 1005 (Evening Shift Premium Hours), 1006 (Night Shift Premium Hours), or 1007 (Day Shift Premium Hours.) Below are specific shift differential pay scenarios and how they should be administered in SCEIS:

Scenario 1: Employee works night or evening shift only:

Prerequisites: No Time Administration intervention required as long as the employee is on a shift premium eligible shift (according to work schedule) and has Infotype 9005 updated accordingly. Process: The employee will record attendance type 1000 in portal (or a Time Administrator may enter the hours on behalf of the employee).

Result: Time evaluation will automatically send premium work time (based on the employee's work schedule) to payroll for the attendance hours.

Scenario 2: Employee works 8 hour Day shift (premium ineligible) and extends to work in the evening shift for 2 hours (premium eligible)

Prerequisites: Time Administrator intervention required.

Process: First, the employee will record attendance type 1000 in portal for 10 hours worked (this may be done by a Time Administrator if desired). Second, the Time administrator will enter attendance type 1005 for 2 hours of evening shift premium using the transaction code CAT2.

Result: System will pay regular rate for 10 hours plus 2 hours of shift premium for the evening shift.

If the Time Administrator does not intervene, time evaluation will not generate a shift premium since the first 8 hours of planned working time is not shift premium eligible, only the two hours in the evening shift.

Scenario 3: Employee works 8 hours on Evening shift schedule (evening premium eligible by work schedule) and extends work to night shift for 2 hours (night shift premium eligible) in an agency with two different approved rates for the evening shift and the night shift

Prerequisites: Time Administrator intervention required.

Process: First, the employee will record attendance type 1000 in portal (or the hours may be entered by a Time Administrator) for a total of 10 hours worked. Second, the Time Administrator will enter attendance type 1005 for 8 hours of evening shift premium and 1006 for 2 hours of night shift premium using the transaction code CAT2.

Result: System will pay regular rate for 10 hours plus 8 hours of shift premium for evening shift and 2 hours of shift premium for the night shift.

If the Time Administrator does not intervene, time evaluation will generate 10 hours of evening shift premium only since the 2 hours worked during the night shift are paid with a different shift premium.

Scenario 4: Employee works 8 hour Night shift (night shift premium eligible based on work schedule) and extends work to day shift for 2 hours (premium ineligible)

Prerequisites: Time Administrator intervention required.

Process: First, the employee will record attendance type 1000 in portal for total 10 hours worked. Second, the Time Administrator will enter attendance type 1006 for 8 hours night shift premium using transaction code CAT2.

Result: System will pay regular rate for 10 hours plus 8 hours of premium for night shift premium only.

If the Time Administrator does not intervene, time evaluation will generate 10 hours of night shift premium.

       The SCEIS team will provide additional training and system support information on shift differential pay in June.

       Please remember that all shift differential pay is subject to approval by the Office of Human Resources. If you have any questions regarding shift differential pay, please contact the Office of Human Resources at 803-737-0900.